

## 15 FAM 640

# APPROVALS REQUIRED FOR REPAIRS AND IMPROVEMENTS

*(CT:OBO-37; 12-05-2013)*  
*(Office of Origin: OBO)*

## 15 FAM 641 POST ACTIONS REQUIRING PRIOR APPROVAL

*(CT:OBO-37; 12-05-2013)*

- a. Post must obtain prior approval from the Bureau of Overseas Buildings Operations (OBO) for the types of post actions listed below that involve U.S. Government-owned or leased real property, regardless of cost or funding source. (For approvals of security-upgrade project requests made by non-U.S. Government owned/leased schools and employee associations, see 15 FAM 644.3.) As noted in 15 FAM 645, approval includes a review to ensure that the project conforms to building codes adopted by the Department of State. If the project complies with such building codes, OBO issues a building permit to be posted at the project site. **Exception:** For U.S. Agency for International Development (USAID) projects on USAID property, USAID must obtain prior approval from the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W – M/MS/OMD, which has responsibility for issuing permits on such projects).
- b. Actions that require prior approval include, but are not limited to the following:
  - (1) Demolition of structures or other facilities;
  - (2) Interior alterations affecting public spaces or materially affecting space functions or design;
  - (3) New, relocated or substantially altered driveways, walls, parking areas, landscaping, or other exterior works;
  - (4) Replacement of, or alterations to, roof structure, including placement or erection of any structures, equipment, or devices on the roof;
  - (5) Construction of any facility or placement of any heavy equipment on roofs or on balconies;
  - (6) Removal, replacement, or alteration of structural support members, (e.g., beams, trusses, columns, and load-bearing walls, including cutting new openings in load-bearing walls);

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- (7) Excavation below, or adjacent to, existing building and wall foundations;
- (8) Repairs due to structural failures, except temporary emergency repairs;
- (9) Repairs or modifications to fire protection systems or life safety features; and
- (10) Procurement, placement, or construction of nonpermanent structures, to include modular or prefabricated units.

**NOTE:** The list is not all-inclusive. For clarification, contact the Office of Financial Management, in the Directorate for Resource Management, in the Bureau of Overseas Buildings Operations (OBO/RM/FM), (see also 15 FAM 643 for alterations in Department of State-held buildings by or for tenant agencies). For USAID properties, contact USAID/W - M/MS/OMD.

- c. Posts may not incur financial obligations or make commitments, orally or in writing, to architects, engineers, contractors, or other parties in connection with proposals and recommendations without specific prior authorization from appropriate Washington, DC offices (see 15 FAM 420).

## **15 FAM 642 SUBMISSIONS AND APPROVALS**

### **15 FAM 642.1 Submission of Repair and Improvement (R&I) Projects for U.S. Government-Owned or Leased Property**

*(CT:OBO-37; 12-05-2013)*

- a. Proposals for R&I requirements may be submitted at any time and posts are encouraged to submit anticipated requirements as far in advance as possible. Routine requirements received during the course of one fiscal year will be considered for funding in the next fiscal year unless post requests that execution be scheduled for an out-year. Emergency and contingency requirements will be funded when proposed, subject to the availability of funds.
- b. An emergency requirement is defined as a repair, urgently needed to address a significant, imminent, and credible threat to the safety and security of people, property, or mission critical systems or operations. Requests for immediate funding to address emergency situations must be submitted by posts via cable to OBO, as well as entered into BMIS via the OBO portal in WebPASS. AM and other offices follow an expedited version of the steps listed above to validate, score, and approve such requests.
- c. A contingency request for additional funding must be submitted by posts via cable to OBO if an already funded project encounters unexpected and unavoidable cost increases.
- d. OBO assigns each R&I requirement a priority score based on the importance

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and urgency of the proposed repair or improvement to mission operations and OBO's asset management goals. R&I requirements are rank-ordered for funding purposes using the priority score. Requirements that do not score high enough to qualify for funding in 1 fiscal year will be automatically carried over to the next fiscal year. This process will be repeated until the R&I requirement is either approved for funding or cancelled.

- e. At the beginning of each fiscal year all requirements scheduled for execution in that year and all prior years will be rank-ordered based on priority score. Beginning with the requirement with the highest priority score and working downwards, each requirement will be approved for execution, subject to the availability of funds.

## **15 FAM 642.2 Procedures to Request Funds for Repair and Improvement (R&I) Projects**

*(CT:OBO-37; 12-05-2013)*

- a. The Buildings Management Integrated System (BMIS) is OBO's central repository for all R&I requirements. The purpose of BMIS is to maintain a worldwide inventory of all R&I requirements for current and future fiscal years; to prioritize those requirements across programs based on importance and urgency; and to track approved R&I projects from initial funding to project completion.
- b. Post uses the BMIS WebPass system to submit new R&I proposals. When accepted by the Office of Area Management, in the Directorate for Operations, in the Bureau of Overseas Buildings Operations (OBO/OPS/AM) the proposal is posted to BMIS as a request. BMIS records include essential information about each request, requirement, and project, such as scope, justification, estimated cost, type of project, program/funding source, scoring criteria, responsible office, project manager, critical project milestones, and project status notes. BMIS requests may also be created directly by OBO engineering and technical staff. To ensure prompt attention, the OBO Area management officer having jurisdiction over the benefitting post must be notified by separate email or telegram whenever a BMIS proposal or request is submitted for emergency or contingency repairs or improvements.
- c. Following approval by OBO/OPS/AM and OBO/RM/FM, a BMIS request becomes a BMIS requirement, eligible for R&I funding. At the beginning of each fiscal year OBO prepares a prioritized list of R&I requirements for that fiscal year that rank-orders all requirements based on priority scores. The list is locked (i.e., no new requirements, except for approved emergency and contingency requirements that are added the list). Subject to the availability of funds, requirements are approved for funding in a prioritized order.

## **15 FAM 642.3 Approval of Repair and Improvement**

## **(R&I) Projects**

*(CT:OBO-37; 12-05-2013)*

- a. Consistent with OBO's role as the SRPM, OBO must review and approve all proposed R&I projects in Department of State-owned or leased property. Approvals must be obtained before work commences (see 15 FAM 645 for approval requirements). Projects executed in OL properties also require written permission from the landlord of the property. For residential properties, posts may not make alterations solely to meet the personal desires of the occupant(s). Proposals for alterations to Department of State buildings to meet another agency's requirements must have technical review and approval from OBO. In addition, such projects require the occupying agency to send funding for the project to OBO via an interagency reimbursement. (See 15 FAM 643 and 15 FAM 645).
- b. R&I projects for OL property managed by USAID must be approved in advance by the Overseas Management Division, Office of Management Services, Bureau for Management, USAID/Washington (USAID/W - M/MS/OMD) and funded by USAID.
- c. Proposals involving telephone or other communications matters must include the concurrence and recommendation of the director of the regional information management center and, if appropriate, the area telecommunications officer, since the Bureau of Information Resource Management (IRM) funds the equipment. This is not applicable to USAID property.
- d. Proposals involving computer-related equipment, space, cables, or electrical connections must include the concurrence of the post information systems officer.
- e. Any project that involves technical or physical security requires the concurrence of the regional security officer/post security officer (RSO/PSO) and the cognizant security office of the parent agency.

## **15 FAM 643 TENANT AGENCY MEMORANDUM OF UNDERSTANDING (MOU)**

*(CT:OBO-37; 12-05-2013)*

- a. The chief of mission/principal officer (COM/PO) is responsible for ensuring prior Departmental approval before construction, renovation, or upgrade work covered by an MOU is undertaken.
- b. Tenant agencies seeking to alter Department of State-owned or leased buildings must follow the procedures in the MOU between the parent agency and the Department of State. Each of the principal agencies present at missions abroad has signed a tenant agency MOU (see 15 FAM Exhibit 643). These MOUs ensure that all construction, renovation, or upgrade work planned

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for or by tenant agencies in Department of State-controlled buildings is made known to the post, approved by OBO and, if necessary, certified or confirmed by the Bureau of Diplomatic Security (DS) before any work is initiated. The MOU applies to any work or installation that in any way alters or affects the design, construction, functional use, and/or systems or structural components of a Department of State-managed building.

- c. By agreement, each principal tenant agency will forward to its senior representative at post a copy of the MOU along with any addenda covering special circumstances. The Department of Justice (DOJ), as parent agency, has signed the MOU for the Federal Bureau of Investigation (FBI) and the Drug Enforcement Administration (DEA). The former Immigration and Naturalization Service (INS) of the Department of Justice is now the Bureau of U.S. Citizenship and Immigration Services of the Department of Homeland Security (DHS). Any agency that has not signed its own tenant agency MOU with the Department of State is subject to the terms of the generic MOU (see 15 FAM Exhibit 643).
- d. Tenant agencies may not directly fund, nor provide funding to post, for the alteration/improvement of a Department of State-owned or leased facility. For any such tenant-funded project, the tenant agency must transfer the funding to OBO via a reimbursable agreement.
- e. Questions regarding the MOU should be addressed to OBO/OPS/AM, Attention: Interagency Liaison Officer (AM/LIA).

## **15 FAM 644 SECURITY REQUIREMENTS**

### **15 FAM 644.1 Construction Security Plan (CSP)**

*(CT:OBO-37; 12-05-2013)*

- a. As defined in 12 FAM, R&I projects occurring at a facility abroad that are intended for the storage of classified materials or the conduct of classified activities require a project construction security plan (CSP). The CSP ensures security integrity of repairs, improvements, or renovations involving a controlled access area (CAA) or adjacent areas. Proponents of such projects (the post, Department of State organization, or tenant agency) must provide project information, as set forth in 12 FAM 360, to the Office of Security Management, in the Directorate for Construction, Facility and Security Management, in the Bureau of Overseas Buildings Operations (OBO/CFSM/SM) for CSP preparation.
- b. The CSP must consider the secure or random procurement of necessary materials, secure storage of materials, and the escort and surveillance of uncleared U.S. citizen or foreign national workers and must include annotations of the CAA maintenance log. Once approved by the regional security officer

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(RSO), forward the CSP to OBO/CFSM/SM and to Physical Security Programs in the Physical Security Division of the Bureau of Diplomatic Security (DS/PSP/PSD) or in the case of U.S. Agency for International Development (USAID) property, to USAID, Office of Security (SEC), as appropriate. Direct any questions regarding building security systems (e.g., structural, electrical, mechanical) to OBO/CFSM/SM for coordination within OBO and response to post prior to project initiation.

## **15 FAM 644.2 Emergency Repairs in a Controlled Access Area (CAA) or to a Public Access Control (PAC)**

*(CT:OBO-37; 12-05-2013)*

Emergency repairs may be made in a CAA or to a public access control (PAC) without prior Department of State notification in the event of an emergency that threatens national security activities or security information, life, or safety, including structural damage to a building. These repairs will be limited to those necessary to remove the immediate danger. Further details and reporting requirements for these emergency repairs are in 12 FAM 360.

## **15 FAM 644.3 Physical Security Upgrades for Schools and Employee Association Facilities Abroad**

*(CT:OBO-37; 12-05-2013)*

- a. OBO, in coordination with DS, A/LM/AQM, and A/OPR/OS provides funds for grants to upgrade the security of overseas schools attended by children of United States citizens stationed outside the United States who are engaged in carrying out U.S. Government activities. OBO also provides funding for security upgrade projects for chartered employee association facilities. The eligibility criteria for these types of assistance, related procedures, and the implementation process are explained below.
- b. Periodic ALDACs provide information on the submission and review of project proposals, including names and addresses of project approvers, a more detailed description of the program, and other background material. This FAM subchapter is more narrowly focused on the rules governing the funding of upgrades at both types of facilities.

### **15 FAM 644.3-1 Physical Security Upgrades to Overseas Schools**

*(CT:OBO-37; 12-05-2013)*

#### **a. Eligibility for grant funding:**

- (1) Eligibility is limited to schools with students up to and including twelfth grade. The Department of State can provide assistance only to benefit

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children at “primary and secondary” schools. Universities and other post-secondary institutions are ineligible;

- (2) School enrollment must include children of U.S. citizens stationed outside the United States who are engaged in carrying out U.S. Government activities. All Department of State-assisted schools are eligible for funding consideration since they currently serve or will serve dependent children of U.S. Government employees in the future. Non-Department of State-assisted schools are eligible for funding consideration if they currently enroll U.S. Government children or can verify that they expect to enroll such students within the next 6 months;
- (3) Proposed projects can be only for security upgrades to real property (e.g., buildings and grounds). OBO’s appropriated funds cannot be used for other types of property, such as school buses;
- (4) Project funding can be only for the initial installation of upgrades. Subsequent costs for maintenance, repair, operation, utilities, etc. are the school’s responsibility. The RSO must receive assurances from responsible school officials for the upgrades prior to requesting funding; and
- (5) These grants are intended primarily to upgrade existing structures and school campuses. For new construction (including expansion of existing facilities or the proposed or recent acquisition of new land or facilities to be converted to school use), the Department of State expects schools to include adequate funding in their budgets for physical security features just as they would for other standard building features, such as plumbing, utilities, landscaping, and roofing. If a school can provide evidence that it cannot afford the security features, the Department of State will consider funding assistance on a case-by-case, and cost-sharing basis. If there are other, extraordinary conditions that would merit Department of State funding, such as exceptional security factors in particularly dangerous areas, those also could be considered in making cost-sharing exceptions.

**b. Project approval requirements:**

- (1) The chief participants in the overall process are (1) the RSO, who assists schools in preparing the project proposal; (2) DS/PSD/PCB, which reviews the technical aspects of the proposal; (3) OBO/CFSM/SM, which funds the proposal; and (4) either A/OPR/OS or A/LM/AQM, which prepares the individual grant depending, respectively, on whether it is for a Department of State-assisted school or not; and
- (2) See periodic Soft Targets Program ALDACS for further details.

**c. Project implementation requirements:**

- (1) Since no commitments can be made until or unless a formal request is approved and executed by the Department of State, schools should be instructed not to make any expenditures based on anticipated Department of State funding and forewarned that such approval is not guaranteed

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because it depends on multiple factors: funding availability, number of students who are children of U.S. Government employees, threat ratings, and other considerations; and

- (2) A grant has been “executed” when it has been approved and funded, signed by a Washington, DC-area grants officer (GO), and signed by an authorized official at the school. A school must not incur any expenses until a grant has been executed, unless it has received explicit, prior approval from the Soft Targets Program Coordinator in OBO/CFSM/SM. Pre-grant costs generally are not allowable. Once a grant has been executed, certain rules must be followed in the execution of the project:
  - (a) The RSO and/or GO’s representative (GOR) should direct the school to immediately implement the project and to complete it within the grant performance period, usually 12 to 18 months;
  - (b) The school is expected to plan, design, procure, and implement all upgrades independently. This usually is done with minimal post assistance and only to the extent necessary to ensure proper installation, which varies with the capabilities of individual schools;
  - (c) All costs are intended to be initially borne by the school and then fully reimbursed upon successful project completion and the RSO’s confirmation that it was properly done, that upgrades operate as intended, and that they conform to the terms of the grant. Alternative funding arrangements may, however, be possible for schools unable to fully fund the project provided that a mutually acceptable agreement is reached through prior consultation with the soft targets program coordinator; and
  - (d) If a scope change is required, or additional funding or time is needed, the RSO should contact the Soft Targets Program Coordinator for guidance at least two weeks before the scope change is implemented, or the funding or performance period is exceeded.

## **15 FAM 644.3-2 Physical Security Upgrades to Employee Association Facilities**

*(CT:OBO-37; 12-05-2013)*

- a. Security upgrades as determined to be prudent and necessary by the RSO can be made to both the grounds and facilities of chartered employee associations that are established and operated in accordance with 6 FAM 500, Employee Associations.
- b. Eligible employee association facilities are limited to those that are physically located outside of embassy or consulate compounds.
- c. Requests for security upgrades are prepared by the RSO and submitted to OBO/CFSM/SM and DS/PSD/PCB.



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- d. The upgrade requests are reviewed by OBO and DS, and funding for approved projects is provided to the post by an advice of allotment (AOA).

## **15 FAM 645 BUREAU OF OVERSEAS BUILDINGS OPERATIONS (OBO) ASSISTANCE AND APPROVAL**

### **15 FAM 645.1 Project Design and Management Assistance**

*(CT:OBO-37; 12-05-2013)*

OBO assists post with its R&I projects in ways ranging from standard designs to design/technical assistance to on-the-job project management by an OBO project director. Assistance may also include providing cleared U.S. citizen employees to oversee and/or perform construction work. The type of assistance available depends on the scope, complexity, and physical location of the project within the property.

#### **15 FAM 645.1-1 Emergency Project Assistance**

*(CT:OBO-37; 12-05-2013)*

Post should contact OBO regarding immediate assistance in emergencies where buildings sustain damage from fires, earthquakes, etc. For USAID property, USAID should contact USAID/W – M/MS/OMD.

#### **15 FAM 645.1-2 Technical Review, Approval, and Permit Issuance**

*(CT:OBO-37; 12-05-2013)*

- a. If OBO deems the project feasible and funding is available, OBO issues specific guidance in a cable to post regarding the design review and permit requirements for each project. Standard requirements apply to every project, while special requirements may vary. Proposed projects are reviewed in detail each year to determine the appropriate categorization. Each project will be categorized as a Tier One or Tier two type project:
- (1) **Tier One** projects are the most common and require a technical review when the design reaches the 90 percent completion stage (see 15 FAM 645.1-3). OBO reviews the 90 percent design for code compliance and provides feedback to post. Upon receipt of OBO's feedback, post must incorporate the comments, finalize the design, and submit it to OBO for approval. The Office of Design and Engineering, in the Directorate for

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Program Development, Coordination, and Support (OBO/PDCS/DE) performs a final review, ensures comments are adequately incorporated, and approves the design by issuing a building permit; and

- (2) **Tier Two** projects are larger and more complex. This work requires the services of professional design and construction firms. Staff from the OBO/PDCS/DE, along with other OBO professionals, will assist post with all aspects of work, including project planning, design, construction, and commissioning. These projects require a technical review when the design reaches the 35 percent completion stage and when the design reaches the 90 percent completion stage. OBO/PDCS/DE reviews the designs and works with post as in the case of a Tier One project.
- b. However, there are exceptions to the rule. For example, structural and electrical work, require special attention, regardless of dollar value, because they can seriously jeopardize life safety if performed improperly. Likewise, historically significant buildings require special attention to protect cultural assets.

## **15 FAM 645.1-3 Design Review Guidance**

*(CT:OBO-37; 12-05-2013)*

- a. Projects submitted to OBO for design review should include this list of key documents:
- (1) Provide a site plan, drawn to scale, showing location of the work in proximity to property boundary lines, roadways, other structures, and utility runs;
  - (2) Provide demolition plans if existing structures are being removed or altered;
  - (3) Provide floor plans depicting the extent of the work and clearly indicating changes (i.e., existing vs. new work) in the architectural, structural, mechanical, electrical, and security features of the building(s);
  - (4) Spaces and dimensions should be clearly labeled and drawn to a metric scale of 1:100;
  - (5) Provide elevations (side views) to explain horizontal components of the work;
  - (6) Include specifications containing written descriptions of the materials and equipment being installed (manufacturers' catalogue cuts will often suffice); and
  - (7) Provide a construction cost estimate evaluating the adequacy of the project budget. Submittals must be provided in both hardcopy and electronic formats.
- b. Post must properly classify all design documents in accordance with the

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Security Classification Guide for Design and Construction Projects Overseas (SCG) and obtain required local permits and permissions. For procurement guidance and assistance, post should refer to the Office of the Procurement Executive (A/OPE) website to review models and procurement instructions in the "Cookbook". For codes and design guidelines, post should refer to OBO's website.

## **15 FAM 645.1-4 As-Built Drawings**

*(CT:OBO-37; 12-05-2013)*

After completion of any OBO-approved and funded Tier One or Tier Two projects, post must submit a complete set of as-built drawings to the Design Coordination Division, in the Office of Design and Engineering, in the Directorate for Program Development, Coordination and Support, in the Bureau of Overseas Buildings Operations (OBO/PDCS/DE/DC).

## **15 FAM 645.1-5 Project Close-Out**

*(CT:OBO-37; 12-05-2013)*

For projects that are contracted by post or RPSO, when the contracting office representative (COR) issues a letter of acceptance of substantial completion to the contractor, post submits a cable to OBO indicating the substantial completion date and providing a final accounting of funds.

## **15 FAM 645.2 Alterations/Improvements to Newly Constructed Facilities**

*(CT:OBO-37; 12-05-2013)*

For at least 2 years after completion, no major alterations or improvements (including addition of annex buildings or other structures, or changes in the initial furniture, furnishings, appliances, and equipment) should be made to any OBO capital construction project without prior OBO approval. The correction of problems with installed equipment and systems; safety, health, and environmental problems; and emergency work requests are exempt.

## **15 FAM 645.3 Emergency Generators and Uninterruptible Power Systems (UPS)**

### **15 FAM 645.3-1 Detailed Requirements for Emergency Generators**

*(CT:OBO-37; 12-05-2013)*

a. The Office of Facility Management, in the Directorate for Construction, Facility,

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and Security Management, in the Bureau of Overseas Buildings Operations (OBO/CFSM/FAC) must approve any purchasing, scrapping, installing, selling, or transferring of generators. Proceeds from generator sales must be reimbursed directly to OBO as a "Proceeds of Sale" transaction. For appropriate procedures, contact the post financial management officer or the Office of Financial Management, in the Directorate for Resource Management, in the Bureau of Overseas Buildings Operations (OBO/RM/FM).

- b. Posts must submit emergency power requirements to OBO/CFSM/FAC for review, approval, and funding. 15 FAM Exhibit 645.3-1(1) lists the information needed for requests for new or replacement equipment and upgrades. OBO/CFSM/FAC will determine whether its engineers or a contracted commercial firm will conduct an on-site systems assessment, and if any design effort is needed to implement the project.
- c. Emergency Generator Program funds can be used to:
  - (1) Survey and design a new generator project;
  - (2) Modify or construct a room, structure, or housing for the generator;
  - (3) Crate, ship, and install the generator and all ancillary equipment; and
  - (4) Replace electrical equipment connected to the generator if increased output capacity is necessary.
- d. The following project costs may be funded as part of a generator project:
  - (1) Generator set and all required accessories, including manufactured and third-party options, panel boards, breakers, cables, fuel pump, batteries and charger, fuel (day) tanks, and sound-attenuated winterized enclosures;
  - (2) Automatic transfer switch (ATS) and generator controls;
  - (3) New or modified generator buildings and all associated fixtures and fittings;
  - (4) New or larger fuel storage tank and fuel lines, pumps, filters, etc.;
  - (5) Taxes, export packing, shipping costs, and storage (short-term);
  - (6) Installation and testing for commissioning of complete generator set; and
  - (7) Initial set of spare parts (2000 hours) for new generator set installations.
- e. Whenever there is a change of equipment, posts must submit an updated emergency generator inventory list to OBO/CFSM/FAC (see 15 FAM Exhibit 645.3-1(2) for required information).
- f. General requirements for generators:
  - (1) Generator installations will use electronic governors and be automatic-start with automatic transfer switches for unattended automatic operation, unless local conditions warrant otherwise and prior approval is given by OBO/CFSM/FAC; and

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- (2) Only diesel-fueled engine generators will be installed (gasoline-fueled generators are prohibited at posts abroad).

## **15 FAM 645.3-2 Uninterruptible Power Systems**

*(CT:OBO-37; 12-05-2013)*

- a. The uninterruptible power system (UPS) equipment provides designated, approved loads with a no-break power source. Certain mission-critical electronic equipment (demonstrated as subject to damage during power fluctuations or periods of transfer from one power source to another) may be approved by OBO/CFSM/FAC for UPS equipment. A UPS provides a sufficient period of time to allow users an orderly shutdown of equipment based on an engine-generator nominal start-up time of 15 to 20 seconds. Requests for UPS support should be made only after it has been determined that voltage regulators cannot solve the problem.
- b. If a UPS appears to be necessary, post should contact OBO/CFSM/FAC and provide a list of mission-critical equipment, security systems, and communications and other electronic equipment. OBO/CFSM/FAC will:
  - (1) Validate actual need at each designated load;
  - (2) Determine the type and size of equipment/load;
  - (3) Provide engineering and design support; and
  - (4) Determine whether conditions warrant multiple-zone type UPS.

## **15 FAM 645.4 Post Rooftop Work**

*(CT:OBO-37; 12-05-2013)*

- a. All rooftop work including, but not limited to, installation/relocation of antennas, penetrations, or other roof system or structure alterations/modifications require OBO approval. Before any work commences OBO/CFSM/FAC, the office which has sole authority, must review the proposed work and provide its concurrence in writing. This is to ensure that the building envelope retains its integrity against water infiltration. This includes replacement of or alterations to roof structure including placement or erection of any structures, equipment, or devices on the roof; and construction of any facility or placement of any heavy equipment on roofs or on balconies.
- b. This FAM section does not apply to adjustment of or maintenance on rooftop equipment and systems.
- c. OBO has delegated to the facility manager local authority to approve any rooftop work within that individual's technical ability and expertise to evaluate. OBO/CFSM/FAC will provide technical support to the facility manager when needed.

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- d. Posts without resident facility managers should refer rooftop work proposals to the regionally-assigned facility manager.
- e. Posts with resident or regional facility manager vacancies, should refer rooftop work proposals to their area managers in OBO/OPS/AM, who will ensure that the appropriate OBO offices are notified.
- f. Tenant agencies with work proposals that will alter rooftop building systems are to follow procedures delineated in their respective Memorandums of Understanding and in accordance with 15 FAM 643. Department of State copies of these MOUs are currently located in OBO/OPS/AM.
- g. For all rooftop work on areas above controlled access areas (CAA) and post communications centers (PCC), posts are reminded to also process a construction security plan (CSP) in accordance with 15 FAM 644.1.
- h. In addition, all rooftop work must be coordinated with the post occupational safety and health officer (POSHO) to ensure that potential safety and health hazards are identified and appropriate safety procedures are implemented. Posts are instructed to initiate rooftop safety procedures if they do not have them already. For assistance and information on how to develop rooftop safety procedures, posts should contact OBO/OPS/SHEM.

## **15 FAM 646 THROUGH 649 UNASSIGNED**

## **15 FAM Exhibit 643**

### **Memorandum of Understanding (MOU) Text**

*(CT:OBO-37; 12-05-2013)*

between the  
United States Department of State  
and the  
[Tenant Agency] \_\_\_\_\_

This Memorandum of Understanding (MOU) (insert, if appropriate, including certain clarifications and modifications appended hereto as an addendum) is made and entered into by and between the United States Department of State and the [Tenant Agency (TA)].

WITNESSETH: The parties hereto agree as follows:

Whereas the Foreign Service Buildings Act of 1926 (the Act) as amended, authorizes the Secretary of State to acquire sites and buildings abroad and, among other things, to maintain, repair, improve and refurbish these properties, the Secretary of State has delegated this authority to the Director, Bureau of Overseas Buildings Operations (OBO) who, notwithstanding source of funding, acts as the Single Real Property Manager (SRPM) for nonmilitary U.S. Government property abroad (with the exception of certain facilities used exclusively by the United States Agency for International Development (USAID) and which are covered by separate legislative authority, and operating lease facilities of other agencies). Implementing policies are contained in Volume 15, Foreign Affairs Manual.

This Act renders the Department of State accountable for various property management functions, including new construction, acquisition, maintenance, modification, and disposal. Because even a small project may have a critical impact on the Department of State's responsibility with respect to function use; architectural, structural, and construction issues; building systems (mechanical, electrical, civil, etc.); fire and life safety; security safeguards; Congressional certification, and other concerns extending to the construction, operation and function of the property, the TA agrees it will not undertake any work, project, or installation that in any way alters or affects a building's design, construction, functional use, systems or structural components in Department of State-managed facilities without prior OBO approval. Further, the Department of State and the TA agree that prior planning and written OBO authorization must be obtained to ensure that all proposed projects are accomplished in a cost-effective and efficient manner, with minimal disruption to ongoing post activities, and with due regard for normal foreign mission responsibilities and the security of sensitive operations.

Accordingly, and in furtherance of these objectives, OBO, on behalf of the Department of State, and the TA agree to designate representatives who will develop and implement appropriate, mutually acceptable procedures for



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introducing, scheduling, developing, and tracking proposed new and/or rehabilitation projects; determine whether the TA or OBO will be responsible for design and/or construction; provide for OBO review and approval of proposed projects, plans, inspection of work in progress, and completed projects; resolve funding aspects and initiate certification or confirmation procedures before commencement of work; develop procedures to expedite the issuance of any special access or security clearances which may be required of identified OBO personnel and its contractors to carry out their functions; and address other related issues in a timely manner.

Although documentation requesting structural changes to the building ultimately must be approved by OBO, in keeping with current procedures, the Department of State's Bureau of Information Resource Management must remain the designated point of contact for consolidation and coordination of all requirements for building alterations, additions, or new construction related to communications and computer systems of all building tenants.

Subject to clearance criteria, the TA agrees to issue any special security clearance that OBO-designated representatives may require in order to participate fully in the development, implementation, and performance of those procedures that are the subject of this document, and which will be appended to, incorporated in, and made an integral part of this Memorandum of Understanding.

In particular, the **TA** must, when seeking design, construction, or physical changes in U.S. Government-owned/capital lease or Department of State-occupied operating lease property:

- (1) Provide OBO with all of its operational and functional requirements with respect to new construction or any proposed changes before the statement of work is finalized and approved and included in the architect or engineer design or construction contract.
- (2) Process all requests for design changes, construction change orders, change in construction materials, and repair and improvement projects to existing buildings through OBO in sufficient time to receive OBO's review and written approval.
- (3) Provide OBO with valid funding reimbursement at the time that the change is requested. Valid funding will be received prior to issuance of written approval of the job by OBO.
- (4) If necessary for access, grant any special security clearances for OBO-designated personnel and its contractors during the construction of a building that contains areas designated for use by the TA so that the on-site OBO project director and his or her project staff will have access to those spaces when, where and as appropriate and necessary to carry out technical inspections of completed work or work in progress and to perform fire prevention and safety inspections. For new embassy buildings, this access will continue until the building is commissioned and officially turned

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over to the post.

- (5) To ensure that there will be no unauthorized changes to any previously agreed upon contractual scope of work in which the Department of State is the contracting office for a specific project, the TA agrees that its employees or contractors will not have any contact or discussions of any type with Department of State construction contractors or material vendors except through the Department of State contracting officer (CO) or the contracting officer's representative (COR), or at the construction site, the OBO project director.
- (6) If necessary for access to TA spaces, grant special access or security clearances for OBO-designated personnel and its contractors to expedite their entry into space occupied by the TA when, where, and as appropriate and necessary to carry out technical inspections of completed work or work in progress, or to perform routine maintenance, fire prevention and safety inspection functions.
- (7) Have the right to, and should conduct operation checks of, systems completed by OBO prior to acceptance of such systems.
- (8) To the extent it is agreed that project authority will be exercised by the TA, introduce, schedule, develop, track and otherwise conduct the project in strict accordance with a project plan, which is to include provisions of all relevant architectural and engineering designs, plans and documents to OBO for review and approval prior to implementation. The TA will keep responsible OBO offices, post administrative officers and security personnel informed of progress during implementation and must immediately bring to the attention of responsible OBO offices, post administrative officers, and security personnel, deviations or changes to the approved project plan that have arisen during implementation.
- (9) Distribute this MOU to appropriate TA field personnel for their information and compliance.

**OBO** as the representative of the Department of State must:

- (1) Determine, in concert with the TA, which agency will be responsible for a project. To the extent that OBO is responsible for a project, make every effort to comply with TA requests for repair and improvement projects in a timely fashion. Prepare, or where appropriate, assist in preparing a Project Authorization Document (PAD), using operational and functional requirements received from the TA, to document the scope and planned funding of the project. The PAD must be evaluated by elements of OBO and must establish the project's baseline scope, budget, and schedule. OBO also will assign Project Identification Numbers (PINs) to approved requests in order to prioritize and expedite handling.
- (2) Initiate clearances or approvals required by law or regulation.
- (3) Identify, by position or individually, those OBO personnel or contractors

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requiring special access clearance and initiate such action as may be necessary to obtain the appropriate level or type of clearance.

- (4) Where required by established internal operating procedures of the TA, provide advance notice of pending inspections/inspectors to designated headquarters liaison staff, who will act to facilitate access to TA space.
- (5) Encourage TA participation and assistance, as required, in planning and conducting surveys based upon the Project Authorization Document (PAD) schedule.
- (6) Provide TA proponents with the names of liaison office(r)s in OBO, and a reporting program for the project to respond to TA information and scheduling needs.
- (7) Be responsible for certifying compatibility with existing building systems of any new equipment or systems, such as chillers, power generators, upgraded power suppliers, and radio frequency (RF) shielding, from general subcontractors or U.S. Navy Construction Battalion (Seabee) personnel.

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Director  
Bureau of Overseas Buildings Operations  
U.S. Department of State

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[Tenant Agency]

Date \_\_\_\_\_

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## **15 FAM Exhibit 645.3-1(1)**

### **Submitting Requests for Support from the Office of Facility Management in the Directorate for Construction, Facility and Security Management in the Bureau of Overseas Buildings Operations (OBO/CFSM/FAC)**

*(CT:OBO-37; 12-05-2013)*

Posts should submit, whenever possible, the information below with a request for new (or replacement) generators, fuel tanks, generator buildings, and emergency electrical distribution systems. The Office of Facility Management, in the Directorate for Construction, Facility, and Security Management, in the Bureau of Overseas Buildings Operations (OBO/CFSM/FAC) must maintain and update post information annually. If the information is not available, post should notify OBO/CFSM/FAC.

Send information to OBO/CFSM/FAC via telegram, FAX (703) 516-1725, or pouch to the Office of Facility Management, in the Directorate for Construction, Facility, and Security Management, in the Bureau of Overseas Buildings Operations, SA-6, Suite 1202, WASHDC 20522-0601. All correspondence on generator matters must include OBO/CFSM/FAC and program TAGS "KPWR."

- (1) Provide property identification (PropID), type of property (e.g., OBC, COB, CMR, WHE, RES/STD), and gross and net floor space to be served by new generator (see 15 FAM Exhibit 238(1), 15 FAM Exhibit 238(2), and 15 FAM Exhibit 238(3) for definitions of net and gross floor space). Indicate if the generator will be, or is, the designated emergency power source for either the post communication center (PCC) and/or safe-haven or other safe area. Post preliminary assessment of voltage fluctuations and city power outages weekly also should be provided to OBO/CFSM/FAC, to assist in selecting the most appropriate equipment ratings.
- (2) Provide information on any existing generator(s) and associated transfer switches (in the format of 15 FAM Exhibit 645.3-1(2)) as well as information on the intended disposition or reuse of existing generators.
- (3) If the building to be served by the new generator is air-conditioned, list the number of units installed. For each unit, indicate the type of unit (e.g., split-pack or window unit), three-phase or single-phase, and its rating in tons or other power unit, to include kilowatt (KW) and kilovolt Amp (KVA), horsepower (HP), or British thermal units (BTUs), if appropriate.
- (4) If the building to be served by the new generator is connected to a separate transformer station for commercial power, provide the nameplate

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information consisting of:

- (a) Power rating in KVA;
  - (b) Single- or three-phase;
  - (c) Secondary voltage (phase-phase and phase-neutral);
  - (d) Oil filled or dry type; and
  - (e) Location (i.e., the distance between the transformer and the proposed location of the generator).
- (5) Provide the following information for the main electrical service switch or circuit breaker:
- (a) Size in amps;
  - (b) Whether one- or three-phase;
  - (c) Voltage;
  - (d) Whether three- or four-wire service;
  - (e) Size in square millimeters or American Wire Gauge (AWG) of the service cable connecting the transformer or commercial power connection point and the service switch; and
  - (f) Disconnect type (switch or circuit breaker).
- (6) Estimate the number and average duration of each city power outage during the last 12 months and note other unusual circumstances regarding the stability of local commercial power.
- (7) Itemize the building loads by size, type, and characteristics (such as KW, KVA, or HP, and whether single- or three-phase). Where elevators exist, indicate the number and, for each, the number of floors they serve, whether passenger or freight, electrical load in KW, voltage, and whether single- or three-phase. Also supply information (number, load in KW, KVA, etc.) on the following typical equipment:
- (a) Electric heat;
  - (b) Food service refrigerators;
  - (c) Food service freezers;
  - (d) Ranges (specify electric or gas);
  - (e) Ovens (specify electric or gas);
  - (f) Microwave ovens;
  - (g) Clothes dryers (specify electric or gas);
  - (h) Hot water heaters (specify electric or gas);
  - (i) Water pumps;

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- (j) Security lighting (number of fixtures, watts per lamp);
  - (k) Interior lighting (number of fixtures, maximum watts per lamp); and
  - (l) Other special function facilities.
- (8) Describe proposed location of the new generator, including interior room dimensions and number of exterior walls. Note the following:
- (a) Generators must be located on ground or basement levels where ventilation (intake and exhaust) requirements can be accommodated;
  - (b) Outdoor generator installation units in weatherproof enclosures are appropriate where security and corrosive atmospheric conditions are not a problem; and
  - (c) Appropriate sound attenuation, vibration, and exhaust provisions are incorporated into the weatherproof enclosure.
- (9) If there is a fuel-oil tank, describe capacity, location, whether it also serves another diesel generator or heating system, and the type of heating oil used. If a new fuel tank is required, indicate the proposed location.
- (10) Identify the diesel generator manufacturers represented in the country or region, and indicate whether generator maintenance capability exists locally.
- (11) If a local vendor is available, provide the following cost data listed below:
- (a) Cost for proposed generator set (genset) and associated equipment. (The basis for cost comparison should include the size of the prime or continuously rated KVA and/or KW, type of generator set, and all required accessories, equipment and options. Options include critical muffler, vibration isolators, weather-protective housing protective circuit breaker, instrument panel, fuel tank, day tank, battery and battery rack, battery charger, fuel pump, electronic governor, jacket water heater, extended generator winding for single- or three-phase operation without derating, and service manuals);
  - (b) Cost for shipping;
  - (c) Cost for constructing or modifying the generator room; and
  - (d) Cost for complete installation of the equipment (electrical and mechanical).
- (12) Whenever possible, for lower costs, the facility generator main fuel tank should be procured locally. To reduce fuel tanker activity, this tank should be sized for a minimum of eight (24-hour) days at continuous full-load operation or greater, depending on local site conditions. Thus, oil-fired boilers that are also supplied from this main tank should be considered when sizing the main tankage. OBO/CFSM/FAC may provide engineering guidance and support to posts that request assistance in calculating requirements for fuel. Prior to making any procurement decisions, posts

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must contact OBO/CFSM/FAC and request technical standards necessary to meet Federal and Department of State storage tank requirements.

- (13) Construction of new, or rehabilitation of existing generator rooms, requires drawings and technical specifications development. Posts should advise OBO/CFSM/FAC of local expertise available, including electrical, mechanical, and other engineers to perform survey and design work, and local electrical contractors for installation and commissioning.



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**15 FAM Exhibit 645.3-1(2)**  
**Generator Inventory Data Sheet**

*(CT:OBO-37; 12-05-2013)*

The information listed below should be completed for each generator, including stored units and those supporting non-Department of State facilities. Send information to the Office of Facility Management, in the Directorate for Construction, Facility and Security Management, in the Bureau of Overseas Buildings Operations (OBO/CFSM/FAC) via telegram, FAX (703) 516-1725, or pouch to the Utility Management Program Office, SA-6, Suite 1202, WASHDC 20522-0601. All correspondence on generator matters must include OBO/CFSM/FAC and program TAGS "KPWR."

**A. LOCATION**

- A.1 Post
- A.2 Facility name
- A.3 Facility property number
- A.4 Facility lease type (GO, CL, OL/DOS, OL/NON-DOS)
- A.5 Areas of building served (if not entire building)
- A.6 Occupant of building (if Department of State is not present)

**B. GENERATOR SET**

- B.1 Manufacturer
- B.2 Model number
- B.3 Serial number
- B.4 Prime or continuous rating in kilovolt Amp (KVA)
- B.5 Prime or continuous rating in kilowatts (KW)
- B.6 Standby rating in KVA
- B.7 Standby rating in KW
- B.8 Number of phases (single- or three-phase)
- B.9 Output voltage (phase-phase)
- B.10 Output voltage (phase-neutral)
- B.11 Frequency (50 or 60 Hertz (Hz))
- B.12 Engine fuel type (diesel, gasoline, etc.)
- B.13 Installation date (if known)
- B.14 Run-time hours and date of reading
- B.15 Estimated annual run-time hours
- B.16 General assessment of condition (good, fair, poor, etc.)

**C. TRANSFER SWITCH**

- C.1 Automatic or manual transfer switch (ATS or MTS)
- C.2 TS manufacturer
- C.3 TS model number
- C.4 TS serial number
- C.5 TS ampere rating (maximum rated amps)

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- C.6 TS voltage rating (maximum rated volts)
- C.7 TS number of poles (one, three, or four)